

## IN THIS ISSUE

Spotlight on ERP winners **p.1**

More ERP photos **p.2**

Kudos **p.3**

Victories! **p.4**

Special legislative update **p.5**

Welcome to the guys and gals of summer **p.6**

Publications put DAS in the national forefront **p.7**

Foodshare Fridays **p.8**

New cover story! **p.8**

## Survival of the fittest **By John McKay**

**N**o one was getting voted off on *this* day.

Loosely themed around the popular reality TV show *Survivor*, DAS' Employee Recognition Program was held on a beautiful summer day at Wethersfield's Solomon Wells House.

The mood was as upbeat as Dave Elwell's music.

Festivities were outdoors under the big shady elms as family, friends, and coworkers congratulated the winners on going above and beyond in four categories: Customer Service, Going the Extra Mile, Remarkable Innovation, and Team Excellence.

After a smorgasbord of food including *Survivor*-esque rice, beans, and chicken, committee members presented the awards.

A flattered and blushing Diane Preble thanked her coworkers for her Remarkable Innovation award.

"It's through their encouragement and leadership that I'm able to think outside the box and accomplish so much," she said.

DAS Times perennial photo star Carlos Velez, winner of both the Extra Mile and Customer Service awards, echoed Preble's sentiments about his own team. "It's totally a team effort, and I share



**Employee Recognition Awardees: Front- Diane Preble, Carlos Velez. Back - Dan Sadowski, Virgilio Santos, Peter Varhol, Commissioner Waters, Fred Ondevilla, and Alphonso Deramus.**

this award with everyone who I work with," Velez said.

The Property Management Team had a number of family members on hand when they received their awards. Winners Alphonso Deramus, Fred Ondevilla, Dan Sadowski, Virgilio Santos, and Peter Varhol received thunderous applause for their work.

"I can honestly say that we've all relied on this team at one point or another," said ERP committee member and emcee Cheryl Sawina, "We'd be lost without you guys."

Commissioner Waters then stepped up to the microphone. "Your dedication and innovative thinking continually impress me. And it's through this program that you are recognized and celebrated for all the hard work you do. Congratulations - you deserve it."

**ERP Celebration: A time for fetes,  
families, festivities...and lots of food.**



**DAS Times**

The *DAS Times* is published monthly  
by the  
Department of Administrative  
Services  
Communications Office  
165 Capitol Avenue  
Hartford, CT 06106

**John G. Rowland**  
Governor

**Barbara A. Waters**  
Commissioner

**Donna J. Micklus**  
Editor

*Contributions are welcome but may be  
edited for space and clarity.*

Visit our website at  
[www.das.state.ct.us](http://www.das.state.ct.us)



Janet L. Martino of G.C. Monaco Electric of CT, Inc. thanked **Vince McMahon** for helping her become acclimated with DAS' e-commerce website. "We think the website is tremendous and an indispensable tool for Connecticut businesses."

Patricia Jackson from the Commission on Human Rights and Opportunities complimented **Sandee Sharr** for the *What's News* newsletter. "It's excellent in both content and format!"

Doris Vieira applauded the **MIS Team** for their "hard work, long hours, support, cooperation, dedication, and patience" in creating and launching the new Food Distribution Program's website. Roy Dion also commended the **MIS Team** stating, "Our program could not survive without your creative talents and enthusiastic support."

J. Michael King from J.B. Decorating thanked **Tina Costanzo** for her assistance in clarifying the carpet bidding procedures and for being so attentive to his many varied inquiries.

Doris Vieira commended the **Food Distribution Program Team** for their "dedication, hard work, and commitment to the program. You should be proud of yourselves for the great strides we have made. Thanks for being part of my team!"

Jennifer Miller from the State Library praised **Roger Mansfield** for working with their agency and awarding the contract for archival storage shelving in such a timely manner.

Phil Karas commended the **DAS employees** who participated and helped make the *Race for The Cure* such a huge success. "Thank you for all of your support!"

Cathy Bysiewicz-Cluen praised **Ed Burke** for the great job he did at DAS' *Assessing the Danger* panel discussion. "Your theatrical performance of a distressed employee was outstanding and presented the audience with some real life situations."

Employment Developer Tannia Hotchkiss from the Look Forward Counseling Center thanked **Phil Karas** for being a guest speaker at the Look Forward Program. "We appreciate Phil taking the time to encourage and support the women in their new career transitions."

Executive Director Neil E. Reichenberg congratulated **Diane Fitzpatrick** for fulfilling all of the criteria to receive her designation as an International Personnel Management Association Certified Professional.

Director Edward H. Huff from the City of Bridgeport's Board of Education Nutrition Center commended the **Food Distribution Program** regarding the commodity drop-split program initiated by their office. "The ability to receive items in bulk directly from the USDA cut our costs tremendously on delivery charges."

Director of Human Resources Wanda Estrella from the Department of Children and Families thanked **Mary Yabrosky** and **Jim Hutt** for their assistance in facilitating three focus groups which were established as part of

their overall HR strategic plan to improve their services.

Elise Chase from the Department of Information Technology praised **Henry Jovanelly** for quickly answering all of the questions needed for her to prepare for their vendors conference on the Health Insurance Portability and Accountability Act.

## Hats Off

By Cindy Rusczyk

Damaris Medina thanked **Carol Smith** and **Phil Karas** for giving her the references and social services connections she will need because of her recent unemployment. "Thank you for helping my family."

Janis Nome applauded **Kathleen Sullivan** for being selected as a presenter by Jean Samon of the Iowa Business Leadership Network at the National Business Leadership Network conference for the BLN website. "It's nice to be recognized across the nation."

Commissioner Shaun Cashman from the Department of Labor commended **David Swenson** and **Reuben Jonathan-Lusack** for writing a grant application providing services to homeless veterans in the Hartford area. "The by-product of that project was a team that formed between agencies and management levels evidencing interagency cooperation ... they did an outstanding job."

*Please see Kudos on p.6 and 7*

# Fiscal flurry

For the folks in the Business Office, it was like New Year's Eve in June!

Each year at the end of June, the State closes the books on the fiscal year with a flurry of last minute orders and payments for goods and services received in all state agencies.

At DAS, it is no different, except that the business office handles the financial transactions of six other agencies, as well as DAS' own general and revolving fund operations. Customers include the Governor's and Lt. Governor's

June 21; and all payment lists had to be transmitted to the Comptroller by June 28.

"Fortunately, the Business Office staff kept pace, and all bills were paid correctly and on time," McKenna said.

Accounting Supervisor Jerry Lynn wholeheartedly agreed. "It's a real team effort," Lynn said.

The year-end is considered a success when the business office is able to process all agency requests for supplies, services and equipment, help the customers meet their needs, and operate within budgeted resources.

"We've done all that, and met OPM savings requirements as well," McKenna added.

"This year-end has definitely been a success."

Several other business office units also have special responsibilities related to the fiscal year end that get

less attention but are equally important.

The Central Accounting Unit helps account for the millions of dollars brought in by Collections; Property Management will be completing an inventory of all DAS and customer agency assets; and the LHA Master Insurance program renews agreements with all of its customers during this time.

Each is important to the overall success of DAS.

In a message to the staff, Commissioner Waters stated, "Like many unsung heroes, they frequently work behind the scenes, but the important work that they do keeps DAS strong and moving forward with great new programs and services.

Please join me in thanking our Business Office folks! They are the BEST!"

**A HAPPY NEW YEAR, indeed!**

## Victories

By Jim McKenna and Donna Micklus

Office; Office of the Consumer Council; Board of Firearm Permit Examiners; Police Officers' Standards and Training Council; and Judicial Selection Commission.

"Everyone here, and especially the folks in the Purchasing, Budget and Accounting areas really take the year-end seriously, and focus a great deal of attention on making it a success for the agency," said Jean Michael, Chief of Fiscal Services for DAS.

Business Office Director Jim McKenna explained some of the intricacies of the process.

"As the year-end approaches, the staff faces several different transaction deadlines," he said. For example, transfer invoice billings had to be processed by June 15; commitments by Purchase Order had to be placed by

## Master Insurance Program saves big bucks for Town of Windsor

FSC's Bernie Blumenthal had some good news for the Town of Windsor.

On July 1, 2001, Windsor transferred 41 units of housing to the Windsor Housing Authority.

What's the DAS connection?

The town had been paying \$21,000 a year for basic property and liability insurance coverage.

"Through our Master Insurance Program, we were

able to give better coverage for \$4,000 per year. That means a savings of \$17,000 each year and a substantial savings to the tenants in their rent structure," Blumenthal said.

Commissioner Barbara Waters had nothing but praise for the program.

"\$17,000 is a significant amount of money for a town. This is a BIG WIN!" Waters said.



# Special legislative update

## Connecticut: A leader in "green purchasing"

By Donna Micklus

**T**he passage of legislation in the last session propelled Connecticut to the national forefront of environmentally preferable purchasing (EPP).

DAS introduced legislation giving the agency broad discretion to designate environmentally preferable products and establish standards and specifications for their procurement and use.

As the state's purchasing authority, DAS will require the use of environmentally preferable products and services as a criteria to be considered in multiple criteria bids or requests for proposals.

"We have made 'green' purchasing a priority," said Commissioner Barbara Waters, "and DAS already has a record to be proud of."

The agency has awarded contracts for recycled paper and office supplies, less toxic pest control services, energy efficient computers, retread truck tires, and recycled content traffic cones. DAS has also launched pilot projects for remanufactured toner cartridges and 'green' cleaners for janitorial use.

Because of those efforts, DAS was selected as one of ten states invited to attend the President's *White House Conference on Government to Government Smart Green Purchasing* in Washington last summer.

Waters said that DAS is also a recognized leader in the field by the Center for the New American Dream, the first nonprofit dedicated to supporting EPP with state and local governments.

"An interesting misconception is that 'green' purchasing costs more," said Waters.

"It doesn't. In fact, DAS has saved the state \$52,000 through EPP in this first year alone, and we fully

**"An interesting misconception is that 'green' purchasing costs more.**

**It doesn't. In fact, DAS has saved the state \$52,000 through EPP in this first year alone, and we fully expect that number to grow."**

***Commissioner Barbara Waters***

expect that number to grow."

Waters said the new legislation will permit DAS to work under an EPP umbrella to implement environmentally sound policies and practices and broaden EP purchasing to include many more items such as paint, carpeting and medical supplies.

"We will also be stepping up our marketing and promotion efforts to state agencies and helping them put processes in place for purchasing EPP products and services, as well as providing them with information about their use," Waters added.

***Ed. note: Watch for our regular monthly feature "Up Close" in the August issue.***



# Summer stock

By Donna Micklus

Ah, the lazy, hazy days of summer are here. But not for everyone.



Eighteen summer workers will be spending those days at the SOB rather than at the beach.

HRBC's Deb Hearl has been running the Summer Worker Program for DAS the past two years, and before that she ran it for Public Safety for four summers.

"One of the best things about the program is that it cultivates potential state employees. We are actually helping to develop and shape our future workforce," Hearl said.

The program is so popular Hearl said she does practically no

recruiting. They are high school and college age kids who "usually find us before we find them."

"Once March rolls around, I start getting inquiries mostly from co-workers, relatives, or friends of people who work at DAS as well as at other agencies in the building."

Hearl runs the program from start to finish. That includes finding out how many positions the budget will allow, establishing the positions, handling the orientation procedures, and surveying the agency to see which business centers need workers.

"We really make an effort to match up kids' experience with a unit's particular needs."

Obviously, Hearl has been successful. She said a number of kids have returned for a second or third summer, and DAS has even hired some as permanent employees. Marisol Feliciano, Franky Rivera, Warren Ondevilla, and Ryan Preble are among the summer workforce alumni who are now at DAS full-time.

Hearl said she tries to simulate the 'real employment world' as much as possible. "I really try to take advantage of this opportunity to show kids what future employers will expect. Hopefully, in addition to acquiring good work skills, they will learn good work habits."

For many of these young folks, this is more than just a summer job...it's a first career step and a foundation to build on.

Welcome, and we hope you enjoy your DAS experience!

Shown at left:

Front l. to r.: Jill Sears, Cassandra Greco, Adam Kokonowski, Pamela Eze. Back l. to r. Jessica Lee, Adam Tulin, Joshua Visone, Stephanie Francis. Not available for photo: Eric Roberts, Neil Parisi, Eric Yeltsis, Derrick Preble, Sarah Downs, Jakai Bryant, Ezra Lindee, Maghan Bruce, Kyle Rocke, Marques Gathers

## Kudos, cont. from p.3

Carlos Velez thanked **Jim Gotta** for clarifying issues with set-aside vendor Nu-Life Cleaners and for giving the company an opportunity to rectify their deficiencies.

Carol Wilson praised the Food Distribution Program's new website. "I just toured through it and believe this will be a wonderful asset to the schools and other customers out there. I congratulate the **FDP staff** and the **MIS staff** who worked so hard to develop this."

Kudos to **Mark Martinez** from Henry Jovanelly for "troubleshooting and resolving problems with the Alva server. With Marks help, fiche readers are a thing of the past!"

Chief Richard D. Wilber of the Department of Education commended **Jim McKenna** for his presentation on the state budget process. "Your presentation was organized and extremely informative, and afforded us the opportunity to learn about agency-specific budget issues."

Executive Director Donna Balaski from the Board of Education and Services for the Blind applauded **Lydia Rosario** for her assistance in translating, reviewing, and editing a very sensitive document into Spanish. "Her efforts prevented potential miscommunications that would have caused a great deal of disturbance among our staff."

Maureen Friedman praised **John McKay** for all of his hard work getting posters and communications together for the Foodshare Friday kickoff event



# Publications place DAS in national spotlight

By Donna Micklus

## ***Civic.com* magazine unveils the winners of this year's 'Civic 50 Awards'**

Congratulations Procurement Services! DAS' CtGovCenter was among the projects recognized for innovative public information technology.

Selected by a prestigious panel of judges, DAS was honored for its e-procurement system, which according to *civic.com*, "has made buying easier and quicker, creating more time to focus on strategic purchasing initiatives."

CtGovCenter is an electronic procurement system designed so that state agencies, municipalities, and schools can buy products and services online from state contracts, increasing the volume of money-saving cooperative purchasing.

"DAS has been a leader in e-procurement, with one of the few operational e-commerce systems in the country. It is such an honor to be publicly recognized by experts in the field for our achievements," said Commissioner Barbara Waters. "Jim Passier and his team deserve all the credit in the world for taking an antiquated, bureaucratic purchasing sys-

tem and turning it into a nationally acclaimed e-commerce model."

In announcing the winners, *civic.com* praised their contributions to government. "Together, the 50 honorees convey a strong message: Technology – and the Internet in particular – has great potential to improve the way the government does business. It's clear that technology has a place in nearly every facet of public life, and it's making jobs easier and lives better. We congratulate the winners, and hope others can learn from them..."

## ***Public Purchaser* features Carlos Velez and the Business CONNECTIONS program**

The article, *Boosting Small Business*, highlights efforts state governments are making to steer more government contracts to small, minority and women-owned businesses. While not all states may agree on the degree to which purchasing policies should help smaller businesses, most do see the issue as a key factor to a

state's economic well being.

"We believe that small businesses are our backbone," Velez said. "If we don't support them, our state will be in trouble. While we're not guaranteeing them work, we're guaranteeing them opportunity. They still have to be competitive because we're responsible for the state's tax dollars."

According to the article, the growing use of credit cards for smaller purchases has also boosted business with smaller firms.

**"Connecticut, as usual, is ahead of the game. The state has moved from p-cards to online purchasing. Even here, certified small businesses have an advantage: they are excused from the usual \$400 setup fee."**

"Congratulations to Carlos and his team for putting us in the national forefront on efforts to help small businesses," said Commissioner Barbara Waters.

(see photo on page 8).

on such short notice. "You have wonderful ideas and produce great work!"

Doris Vieira thanked **Mike Owsianko** and **Roy Wynne** for assisting the Food Distribution Program staff with their year-end physical inventory. "Your hard work and dedication made the process run very smoothly."

Eldon Hafford from the Klingberg Family Centers commended **Doris Vieira** and the **Food Distribution Program staff** for their marked

improvements in the commodity program and the processing. "I am so grateful for their openness to fresh ideas and suggestions."

Carlos Velez commended **Bob Wallace, Susan DeMauro**, and **Eileen Morin** for their "excellent, professional service in verifying information so that only legitimate small and minority businesses receive the benefits that the Set-Aside Program is designed to assist."

Patricia Speicher Werbner from the Department of Mental Health and

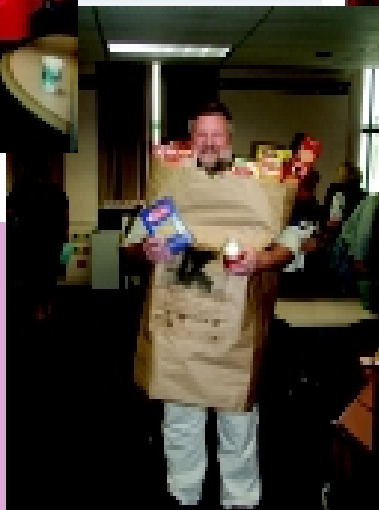
Addiction Services praised the "invaluable assistance of **Martha Gallagher** with Workers' Compensation issues."

Deputy Commissioner Larry Alibozek from the Military Department applauded **Bill Skyrme, Steve Dygus**, and **Vin Lombardo, Roy Dion**, and **Cheryl Sawina** for "creating such a quick way to figure our mileage with the new electronic mileage reports. Keep up the good work!"

# Foodshare Friday Kick-Off a Smash

***More than 60 DAS employees donated 213 items for distribution***

Many thanks from Maureen Friedman to the DAS employees who attended the Foodshare Friday Kick-Off event. "It was an overwhelming success with over 60 people in attendance bearing food donations."



Ezra Lindee thanked all of the DAS employees who contributed to Foodshare Friday collecting 159 canned goods and 54 boxes of food, for a total of 213 items for donation.

**Foodshare Friday will take place on the Friday after every payday. Reminder notices will be included in paychecks. All you will need to do is bring in your donation and give it to one of the people that has volunteered to oversee the collection of food in your area:**

**Cathy Bysiewicz-Cluen, BAGS, x5191  
Anne Pikosky, FSC, x5447  
Cheryl Catania, HRBC, x5178  
Sue Lopes, FSC, x5436  
Julie Bernosky, BE/Procurement, x5065  
Juliette Colebrook, FSC, x5128  
Karen Rakowski, FSC, x5143  
Jane Gore, FSC, x5144  
Peter Kerensky, FSC, x5463  
Michelle Burns, HRBC, x5208  
Edra Osgood, HRBC, x5171  
Pam Anderson, BE/Procurement, x5088**

**Thanks to all who helped and contributed!**

## Cover guy or big headliner?



Carlos Velez is somewhat disproportionately pictured on the cover of *Public Purchaser* magazine. Joining Velez in celebrating are (l to r) Jim Passier, Commissioner Barbara Waters, and Jim Neil.